

GRADUATE STUDENT HANDBOOK

MASTER OF SCIENCE
ONLINE PROGRAM



www.cj.msu.edu

COLLEGE OF SOCIAL SCIENCE
MICHIGAN STATE UNIVERSITY
EAST LANSING, MI

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THE SCHOOL OF CRIMINAL JUSTICE

The School of Criminal Justice was established in 1935 as an academic program providing courses for those seeking careers in law enforcement. Graduate studies in the School of Criminal Justice began in 1956 with the Master of Science degree, followed by the Interdisciplinary Doctoral Program in 1968 and the Doctorate in Criminal Justice in 2001. In 1970, the School's name was changed from the School of Police Administration and Public Safety to the School of Criminal Justice to reflect the new emphasis on the entire system of justice in the United States. Housed in the College of Social Science, the School of Criminal Justice has evolved to provide exemplary undergraduate and graduate programs in which students and faculty apply the theories and methods of science to understanding and solving critical policy issues in both the criminal justice and private security fields.

PROGRAM OVERVIEW

Michigan State University's School of Criminal Justice is the oldest and one of the most respected criminal justice programs in the world. Its graduates have gone on to distinguished careers in public law enforcement, security, and other areas of the criminal justice system. Graduates join elite global alumni, many who are leaders within their chosen field. To continue meeting the needs of law enforcement and private security professionals and maintain its leadership in criminal justice education, the School of Criminal Justice began to offer its Masters of Science in Criminal Justice program on the Internet in 1998. This brought its distinguished academic program to students' personal computers and provided advanced educational opportunities to practitioners. This was the first online degree program to be offered by MSU and in December 1999, the first group of students graduated with their MS in Criminal Justice.

The program is designed to add new dimensions to the skills of career people in various areas of criminal justice and security. A number of online support services are available to assist students as they progress through the program, and the School is able to accommodate the busy schedules of practitioners and other worldwide by bringing the classroom to the student. Courses are offered entirely online, and are taught by the same Ph.D. faculty that is involved in the on-campus program. Two degree specializations are offered for students seeking degrees in Criminal Justice via the internet: Judicial Administration and Security Management. Students interested in declaring a specialization in Judicial Administration should contact Cathy White (gamperca@msu.edu or 517-432-9874).

Most classes are offered on a yearly basis, though some are on a two-year rotation. Therefore, students entering Fall semester can complete their degree within two years, provided they follow the prescribed schedule of courses. Students should bear in mind that some courses have a prerequisite (e.g., CJ 811 must be taken before CJ 887). All resources of the school are available to assist students in the application process and during their time as a Masters candidate. If you have questions about the program, please contact Internet Program Administrative Assistant Peg Mohr at mmohr@msu.edu or 517-353-5272. Questions about the application process should be directed to Melissa Christle, Graduate Secretary, burrier@msu.edu or 517-353-7133.

DEGREE REQUIREMENTS

To obtain a Masters degree, the student must complete a minimum of 30 semester hours of coursework beyond the bachelors degree. The requirements for the Master of Science degree in Criminal Justice are as follows:

	Credits
A minimum of 30 credits of coursework	
I. Core courses.....	15
CJ 801 Crime Causation, Prevention, and Control	3
CJ 810 Proseminar in Criminal Justice	3
CJ 811 Design and Analysis in Criminal Justice Research.....	3
CJ 812 Criminal Justice Management Seminar	3
CJ 887 Quantitative Methods in Criminal Justice Research.....	3
II. CJ 800-level courses*	6
III. Approved electives.....	6
IV. CJ 896 Policy Analysis Under Conditions of Change	3

* No more than 3 hours of Independent Study in CJ 890 will be allowed. CJ 894 (internship credit) will not count toward this requirement.

DEGREE REQUIREMENTS FOR SECURITY MANAGEMENT SPECIALIZATION

The requirements for the Masters of Science degree in Criminal Justice with a Security Management specialization are as follows:

	Credits
A minimum of 30 credits of course work	
I. Core Courses.....	15
CJ 801 Crime Causation, Prevention, and Control	3
CJ 810 Proseminar in Criminal Justice	3
CJ 811 Design and Analysis in Criminal Justice Research	3
CJ 812 Criminal Justice Management Seminar	3
CJ 887 Quantitative Methods in Criminal Justice Research	3
II. Security Focus	9
CJ 885 Security Management	3
CJ 886 Security Administration.....	3
III. CJ 894 Practicum or approved electives	6
IV. CJ 896 Policy Analysis Under Conditions of Change	3

DEGREE REQUIREMENTS FOR JUDICIAL ADMINISTRATION SPECIALIZATION

The requirements for the Masters of Science degree in Criminal Justice with a Judicial Administration specialization are as follows:

	Credits
A minimum of 30 credits of course work	
I. Core Courses.....	9
CJ 801 Crime Causation, Prevention, and Control	3
CJ 811 Design and Analysis in Criminal Justice Research	3
CJ 887 Quantitative Methods in Criminal Justice Research	3
II. Specialization Courses	12
CJ 809 Elements of Essential Court Operation.....	3
CJ 812 Criminal Justice Management Seminar (JA section).....	3
CJ 814 Seminar in Management Topics	3
CJ 829 National and Global Trends in Court Planning	3
III. Approved electives.....	6
IV. CJ 896 Policy Analysis under Conditions of Change.....	3

For more information, please contact Cathy White (gamperca@msu.edu or 517-432-9874) or visit www.judicialadministration.msu.edu.

DEGREE REQUIREMENTS FOR INTERNATIONAL FOCUS

The requirements for the Masters of Science degree in Criminal Justice with an International focus are as follows:

	Credits
A minimum of 30 credits of course work	
I. Core Courses.....	15
CJ 801 Crime Causation, Prevention, and Control	3
CJ 810 Proseminar in Criminal Justice	3
CJ 811 Design and Analysis in Criminal Justice Research	3
CJ 812 Criminal Justice Management Seminar	3
CJ 887 Quantitative Methods in Criminal Justice Research	3
II. International Focus.....	6
CJ 822 Comparative Criminal Justice.....	3
CJ 823 Globalization of Crime	3
III. CJ 894 Practicum or approved electives	6
IV. CJ 896 Policy Analysis Under Conditions of Change	3

ACADEMIC PERFORMANCE

Masters students must maintain a GPA of at least 3.0 throughout their program of study. The accumulation of grades below 3.0 (including N grades in the P-N grading system) in more than two semester courses of three or more credits each removes the student from candidacy for the degree. The student may also be removed from the program if they are not progressing at the appropriate rate.

Students may also be removed from candidacy for the degree for the following: theft or misuse of University property, insubordination, intellectual dishonesty, or violation of law and/or University rules and regulations.

ADMISSION REQUIREMENTS

While a criminal justice undergraduate major is not required for admission to the program, the applicant must have a background of education and occupational experience appropriate to the successful pursuit of graduate work in the School of Criminal Justice. Applicants insufficiently prepared for graduate studies in criminal justice may be required to complete collateral coursework or pursue individualized study.

Applicants must have at least 12 credits of undergraduate coursework in political science, economics, sociology, psychology, anthropology, history, social work, or any combination of such courses; at least six of these credits must be in sociology, psychology, social work, or any combination of such courses.

A limited number of applicants who do not satisfy the School's regular admission requirements may be admitted on a provisional basis at the discretion of the department. A student may be enrolled on a provisional basis for only two semesters; the student's status must be changed to regular to be considered a degree candidate.

In addition to all other application material, international applicants must submit TOEFL scores. Applicants must score at least 550 on the non-computer based TOEFL. Those taking the Internet TOEFL must score at least 80 overall, with no subscore below 19 for reading, listening, and speaking; no writing subscore below 22. Students from primarily English-speaking countries may have this requirement waived at the discretion of the department.

Application instructions can be found at <http://criminaljustice.msu.edu/academic/intinstructions.php>. If admission is offered, it cannot be deferred for more than one year.

CONFLICT RESOLUTION

In the event a conflict cannot be resolved informally between a faculty member and student, formal procedures are available. The "Academic Freedom for Students at Michigan State University" (AFR) and the "Graduate Student Rights and Responsibilities at Michigan State University" (GSRR) documents establish the rights and responsibilities of MSU students and prescribe procedures for resolving allegations of violations of those rights through formal grievances. In accordance with the AFR and the GSRR, the School of Criminal Justice, College of Social Science, has established the following procedures for adjudicating student academic grievances.

These procedures also can be used to resolve disputes regarding allegations of academic dishonesty and violations of professional standards in which no disciplinary action is recommended in addition to a penalty grade of 0.0 in the course. (See AFR 2.4.4.1, 2.4.6, 2.4.6.2, 2.4.8 and 2.4.9; GSRR 5.4.1, 5.5.1 and 5.5.2.) Note: Students may not grieve dissatisfaction with the competence of instruction. (See AFR 2.2.1; GSRR 2.2.1.) Members of the Graduate Employees Union who want to file a grievance that relates to a violation of the Agreement between MSU and the GEU should follow the procedures detailed in the Agreement.

I. THE COMPLAINT PROCESS:

- A. A student who believes an instructor, including a graduate teaching assistant, has violated her or his academic rights shall first attempt to resolve the dispute in an informal discussion with the instructor. (See AFR 2.4.2; GSRR 5.1.1, 5.3.1, 5.3.2 and 5.3.5.)
- B. If the dispute remains unresolved after discussion with the instructor, the student should consult the Associate Director for Undergraduate Studies of the School of Criminal Justice and/or the University Ombudsman for assistance. (See AFR 2.4.2; GSRR 5.3.1 and 5.3.2.)
- C. If the dispute remains unresolved after discussion with the Associate Director or Ombudsman, the student may submit to the Associate Director a written, signed statement requesting a grievance hearing. The statement must (1) specify the alleged violations of academic rights to justify the hearing, (2) identify the individual(s) against whom the complainant is filed and (3) state the redress the student seeks that could be implemented by the Associate Director. (See AFR 2.4.2 and 2.4.6; GSRR 5.3.2, 5.3.5 and 5.3.6.)
- D. A request for a grievance hearing must normally be initiated no later than mid-semester following the semester in which the alleged violation of academic rights occurred (exclusive of summer semester). If the student (the “complainant”) or the instructor (the “respondent”) is absent from the University during that semester, or if other appropriate reasons exist, the Hearing Board may grant an extension to this deadline. If the University no longer employs the respondent before the formal grievance procedures are completed, the grievance may still proceed. (See AFR 2.4.2.1; GSRR 5.3.6.1.)

II. COMPOSITION OF SCHOOL OF CRIMINAL JUSTICE HEARING BOARD:

- A. The School of Criminal Justice shall constitute a Hearing Board no later than the beginning of the fall semester of each academic year. Members shall serve one calendar year (See GSRR 5.1.6.).
- B. The School of Criminal Justice Hearing Board shall include three faculty and three students. The Associate Director for Undergraduate Studies will serve as Chair of the hearing board for undergraduate student grievances, but can appoint a designee in unusual circumstances. The Director of the School of Criminal Justice will serve as Chair of the hearing board for graduate student grievances, but can appoint a designee in unusual circumstances. Undergraduate students will hear cases in which the complainant is an undergraduate student. Graduate students will hear cases in which the complainant is a graduate student. (See AFR 2.4.3 and 2.4.4.1; GSRR 5.1.2 and 5.1.5.)
- C. At the beginning of each academic year, two faculty representatives will be assigned to serve on the School of Criminal Justice Hearing Board for one calendar year by the Director of the School. The Director will select an alternate when the need arises. The hearing board will contain a total of three faculty members, with either the Director or Associate Director acting as chair.

Student members of hearing boards will be selected after a formal grievance is filed.

In the case of a grievance filed by a graduate student, the Graduate Student Representative to the School of Criminal Justice will be notified that graduate student members are needed for a hearing board. That individual will notify the graduate student body that volunteers are needed, and the representative will select four members for the hearing. One individual will be chosen randomly as an alternate.

In the case of a grievance filed by an undergraduate student, the undergraduate student organizations in the School of Criminal Justice (Alpha Phi Sigma and the American Criminal Justice Association) will be notified that undergraduate student members are needed for a

hearing board. The student groups will select two members each from their groups. One individual will be chosen randomly as an alternate.

III. REFERRAL TO A SCHOOL OF CRIMINAL JUSTICE HEARING BOARD:

- A. Upon receipt of a written request for a grievance hearing, the Associate Director of the School of Criminal Justice shall transmit a copy of the grievance within ten class days to the Director of the School of Criminal Justice, the Hearing Board members, and to the respondent(s). No one involved in the case may serve on the Hearing Board. In unusual circumstances, the Director of the School of Criminal Justice, in consultation with the Dean, may waive jurisdiction and refer the request for a hearing to the College of Social Science Hearing Board. (See AFR 2.4.2.2, 2.4.2.3 and 2.4.6; GSRR 5.1.2, 5.1.7, 5.3.6.1, 5.3.6.2 and 5.4.3.)
- B. The School of Criminal Justice Hearing Board shall review a written request for a grievance hearing for jurisdiction and judicial merit and request a written response from the respondent(s). After considering all submitted information, the Hearing Board may:
 - 1. Decide that sufficient reasons for a hearing do not exist and dismiss the grievance.
 - 2. Decide that sufficient reasons for a hearing exist and accept the request, in full or in part, and proceed to schedule an appeal hearing.
 - 3. Invite the parties to meet with the board for an informal discussion of the issues. Such a discussion shall not preclude a later hearing. (See AFR 4.4.2; GSRR 5.4.3 and 5.4.6.)
- C. Following a decision by the School of Criminal Justice Hearing Board to schedule a grievance hearing, the Chair of the Hearing Board shall negotiate a hearing date with the parties in a timely manner and schedule an additional meeting only for the Hearing Board in the event that additional deliberations on the findings become necessary. At least three class days before the scheduled hearing, the Chair of the Hearing Board shall notify the respondent(s) and the complainant(s) in writing of the time, date and place of the hearing; the names of the parties to the grievance; the names of the Hearing Board members; and the names of the witnesses and advisers, if any. The Hearing Board may set reasonable time limits on each party to present its case and so inform the parties in the written notification. (See AFR 4.4.3; GSRR 5.4.7.)
- D. If the complainant fails to appear at the hearing, the School of Criminal Justice Hearing Board may either postpone the hearing or dismiss the case. If the respondent fails to appear at the hearing, the Hearing Board may either postpone the hearing or hear the case in the respondent's absence. (See AFR 4.4.5 and 4.4.7; GSRR 5.4.9).
- E. Either party to the grievance hearing may request a postponement of the hearing. The Hearing Board may either grant or deny the request. (See AFR 4.4.6; GSRR 5.4.8.)

IV. SCHOOL OF CRIMINAL JUSTICE HEARING PROCEDURES:

- A. The Chair of the School of Criminal Justice Hearing Board shall convene the hearing at the agreed-upon time, date and place. The Chair will ensure that a collegial atmosphere prevails and enforce time limits, as necessary, for each party's presentation. During the hearing, parties to a grievance shall have an opportunity to state their cases, present evidence, designate witnesses, ask questions and present a rebuttal. (See AFR 2.4.4; GSRR 5.4.10.1.)
- B. To protect the confidentiality of the information, attendance at the hearing may be limited to the Hearing Board, the complainant(s), the respondent(s), witnesses for either party, if any, and an adviser for each party, if any. Any witnesses called by the complainant and the respondent shall be excluded from the proceedings except when testifying. Witnesses must confine their testimony to their own, independent recollection and may not speak for others. The Hearing Board may limit the number of witnesses. Unless otherwise approved by the

Hearing Board, advisers and witnesses shall be limited to members of the MSU community (faculty, staff or students). Involvement of an adviser normally should not be required. Each party must present her/his own case, and advisers may have a voice at the hearing. (See AFR 2.4.4.2, 4.2.3 and 4.4.8; GSRR 5.4.10.)

- C. To ensure orderly questioning, the Chair of the Hearing Board must recognize individuals before they speak. All parties have the right to speak without interruption. The School of Criminal Justice Hearing Board may set reasonable time limits on each party to present its case and shall extend equal time to each party.
- D. The hearing will proceed as follows:
 - 1. The Chair of the Hearing Board introduces hearing panel members, the complainant(s), the respondent(s) and the advisers, if any. The Chair reviews the hearing procedures, including time restraints, if any, for presentations by each party and witnesses. The Chair explains that the burden of proof rests with the complainant, with the exception of appeals of allegations of academic dishonesty, in which case the instructor bears the burden of proof. (See AFR 2.4.9.)
 - 2. Opening statements by the complainant(s).
 - 3. Opening statements by respondent(s).
 - 4. Presentation of complainant's case, including statements by the adviser, witnesses and questioning of complainant, complainant's adviser and complainant's witnesses by the respondent and Hearing Board.
 - 5. Presentation of respondent's case, including statements by the adviser, witnesses and questioning of respondent, respondent's adviser and respondent's witnesses by the complainant and Hearing Board.
 - 6. Closing statement by complainant(s).
 - 7. Closing statement by respondent(s).
 - 8. Final questions by Hearing Board.
- E. The School of Criminal Justice Hearing Board shall excuse all parties to the grievance and determine its findings. When possible, deliberations should take place directly following the hearing and/or at the previously scheduled follow-up meeting.
- F. After deliberations, the School of Criminal Justice Hearing Board shall promptly prepare a written report of its findings. The report shall indicate the rationale for the decision and the major elements of evidence, or lack thereof, that support the Hearing Board's decision. The Chair shall forward copies to the parties involved, the Director of the School of Criminal Justice, the Dean of the College of Social Science, the Ombudsman and, in cases involving graduate students, the Dean of the Graduate School. All recipients must respect the confidentiality of the report. When a Hearing Board finds that a violation of academic rights has occurred and that redress is possible, it shall direct the Director to provide redress. The Director in consultation with the Hearing Board, shall implement an appropriate remedy. (See AFR 2.4.5; GSRR 5.4.11.)

V. APPEALS TO COLLEGE OF SOCIAL SCIENCE HEARING BOARD:

- A. Either party to a grievance may appeal the decision of the School of Criminal Justice Hearing Board to the College of Social Science Hearing Board. The appeal must be in writing, signed and submitted to the Dean of the College of Social Science within ten class days following notification of the Hearing Board's decision. While under appeal, decision of the Hearing

Board will be held in abeyance. (See AFR 2.4.7 and 2.4.7.3; GSRR 5.4.12, 5.4.12.2 and 5.4.12.3)

- B. A request for an appeal must allege, in sufficient particularity to justify a hearing, that the initial Hearing Board failed to follow applicable procedures for adjudicating the hearing or that findings of the initial Hearing Board were not supported by the preponderance of the evidence. The request also must include the redress sought. Presentation of new evidence normally will be inappropriate. (See AFR 2.4.7.2 and 8.16; GSRR 5.4.12.1, 5.4.12.2 and 8.1.15.)
- C. Upon receiving a request for an appeal of a School of Criminal Justice Hearing Board decision, the College of Social Science Hearing Board may follow the procedures in sections III and IV above.
- D. In hearings involving undergraduate students, a complainant or respondent may appeal a decision of the College of Social Science Hearing Board to the University Integrity Review Board only if (1) the initial hearing took place at the College level or (2) if the hearing involved areas such as allegations of academic dishonesty, violations of professional standards or falsification of admission or academic records. In hearings involving graduate students, a complainant or respondent may appeal a decision of the College Hearing Board to the Graduate Student Judiciary only if the initial hearing took place at the College level. (See AFR 2.4.7.1 and 2.4.7.1.2; GSRR 5.4.12.)

Note: The references above to the AFR and GSRR documents are not exhaustive. Parties to the grievance hearing should consult the appropriate document.

GENERAL INFORMATION

ACADEMIC ADVISORS

Academic advisors are available to assist students with:

- Deciding courses and development of programs of study
- Selection of second degree, additional majors, cognates and specializations
- Review of degree requirements
- Planning annual enrollment
- Information on dropping and adding courses, and withdrawal from university
- Referral to other university resources
- Discussions of possible internship and overseas study experiences

Students are responsible for knowing and fulfilling all university, college and major requirements. Use the School of Criminal Justice's *Graduate Planning Guide*, and the University's publications of [Academic Programs](#) and [Description of Courses](#).

Academic advisor:

Barbara Kolar
128 Baker Hall
517-353-9866
kolarba@msu.edu

Internship placement coordinator:

Tim Homberg
130 Baker Hall
517-432-3197
hombergt@msu.edu

APPLICATION TO GRADUATE

Students must apply to graduate. Applications may be submitted electronically at www.reg.msu.edu under the Graduation/Honors menu. The application must be submitted by the first week of the semester in which the student plans to graduate. **Summer graduates should turn in their application by the first week of Spring semester.** If graduation is denied, the student must reapply, as the application is not automatically forwarded to the following semester.

Graduates are encouraged to come to campus for the traditional graduation ceremony and special school recognition. This is the time to celebrate an important achievement and meet students, faculty, and staff you have worked with during the Masters program.

CHANGE OF ENROLLMENT/REGISTRATION

Students who wish to drop and add courses after registration may do so through the fifth day of classes. To add courses after the fifth day, students must contact the department offering the course (after the fifth day, students may continue to drop courses through the middle of the semester). After mid-term, students may drop courses only with the permission of the dean of their college. Students are reminded to check the Academic Calendar each semester at <http://www.reg.msu.edu/ROInfo/Calendar/Academic.asp> for important dates regarding dropping and adding courses. Fees charged for late enrollment and fees refunded for dropping courses are also listed in the Academic Calendar.

CJ LISTSERV

CJ Listserv is an electronic forum for criminal justice students. If you subscribe, you will receive information about scholarships, job opportunities, upcoming school events, and more. This resource provides an excellent method for the long distance degree student to stay "linked" with the School.

To subscribe, send an e-mail to: listserv@h-net.msu.edu.

Leave the subject line blank, and write the following message in the text:

SUB(space) cj-student (space) your name

Example: Sub cj-student John Doe

If you would like to unsubscribe, please send an email to Tim Homberg at hombergt@msu.edu and ask to be removed from the ListServ.

CORRECTION OF GRADES

A student's grade may be changed only if the first grade is in error. The time limit for the correction of grades is 30 days after the start of a new semester. The Office of the Registrar reserves the right to audit student records and to correct them as necessary.

DEFERRED GRADES

Deferred grades are issued only to graduate students who are doing satisfactory work but cannot complete requirements because of reason(s) acceptable to the instructor. The required work must be completed and a grade reported within six months, with the option of a single six-month extension. If the required work is not completed within the time limit, the DF/Deferred will become U/Unfinished.

EQUIPMENT REQUIREMENTS

Every fully online MSU course requires a minimum of the following common set of tools. Many courses have other specialized technical needs as well. Be sure to check the course syllabus and requirements to read about particular needs for that course. At a minimum, each student needs access to:

1. A browser that meets the [ANGEL minimum requirements](#).
2. Minimum screen resolution of 800x600 (1024x768 recommended)
3. 56K modem or direct connection to the Internet. A broadband (high-speed) Internet connection is recommended (and required for some courses)
4. Adequate responsiveness and performance from your computer. Most computers manufactured within the last four years will meet your needs.

EXIT SURVEY

A new short online exit survey for all students graduating with a Plan A or Plan B masters or with a Doctoral degree was introduced May 9th of 2011. Only students who have applied for graduation will have access to the survey. The survey asks questions about educational experiences in MSU graduate programs, as well as about immediate professional plans. The Graduate School uses data from this survey when reviewing graduate programs and to guide decisions about services and initiatives for graduate students.

The identity of all respondents will be kept confidential and only aggregate (group) information will be made available to faculty and administrators. The students will receive an e-mail message from the dean of the graduate school with a link to the survey. However, students do not need to wait for that e-mail message to complete the survey after applying for graduation. It takes about 5-10 minutes to complete the online survey. Below are the instructions for completing the survey and they are also available from <http://grad.msu.edu/etd/>

Instructions for students:

- Access the following website:
 - Doctoral Students: <https://www.egr.msu.edu/doctoral/survey/>
 - Master's Students: <https://www.egr.msu.edu/masters/survey/>
- Enter your MSU NetID (Login Name) and Password
- Complete all the items on the survey. When finished, click **Submit**.

If you cannot open this survey, please contact Katey Smagur by email at smagurka@msu.edu, and include your name, student ID #, degree level (PhD, MA/MS) and semester of graduation. You will then be notified when you are able to complete the survey.

FREQUENTLY USED WEBSITES AND PHONE NUMBERS

Controllers Office (www.ctrlr.msu.edu) - Tuition and housing fees, fee payment schedule, deferred payment plan, etc. 517-355-3343 (Billing and Receivables)

Department of Police and Public Safety (www.dpps.msu.edu) - Police services, parking permits, campus crime statistics, visitor parking, etc. 517-355-8440 (Parking)

Financial Aid (www.finaid.msu.edu) - Instructions for applying for aid, forms, calendar, calculator, etc. 517-353-5940

Graduate School (www.grad.msu.edu) - Graduate education at Michigan State University, forms, financial aid, graduate student resources, etc. 517-355-0301

Michigan State University (www.msu.edu) - General information about Michigan State University, catalogs, enrollment and registration, student organizations, student services, University policies and procedures, search site, etc.

Office for International Students and Scholars (www.oiss.msu.edu) - Admission, travel, immigration rules and regulations, scholarship and grant information, etc. 517-353-1720

Registrar's Office (www.reg.msu.edu) - Tuition, enrollment, financial aid, schedule of courses, University calendar, student services, etc. 517-355-3300

MSU NETID

MSU students receive centrally funded NetIDs so they can utilize various electronic resources and electronic mail. Students should activate their MSU NetID even if they already have another email account. By setting up the MSU NetID, students can:

- Access passworded VU courses
- Receive official communications from MSU that are sent to students by email only
- publish a personal webpage
- access dial-up services
- access public computer labs
- access electronic resources on campus

You will need your PID (Personal Identification Number) and your PAN (Personal Access Number) to activate your MSU NetID. Please visit www.netid.msu.edu for more information.

STUDENT SERVICES

Library Resources - Students taking courses through the Virtual University may also use the resources of Michigan State University Libraries. MSU [Library Distance Learning Services](#) is designed to meet the information needs of students registered for off-campus Virtual University courses and provides online means for requesting library books, materials and services. In addition, links to several pertinent [Internet resources](#) were compiled for Criminal Justice coursework and are available as part of this website. Each virtual class site has specific resources defined for that course.

Student Organizations – The School of Criminal Justice advises two student organizations; the student chapter of the American Criminal Justice Association (www.msu.edu/~acja/) and the national honors fraternity Alpha Phi Sigma (www.cj.msu.edu/~people/apsinfo.html).

Virtual University – The Virtual University provides a 24-hour hotline to assist you with questions regarding equipment, Internet connections, PPP, Netscape or PILOT. They can be reached at 800-500-1554. Additional help is provided by the MSU Computing Information Center from 9am-5pm (EST) Monday-Friday at 517-432-6200.

Writing Center – The MSU [Writing Center](#) maintains a writing laboratory and online resources that assist students with papers and research.

TIME LIMIT

Students must complete the Masters degree within six years. The semester in which the first class that can be applied to the degree is taken is considered the student's first semester in the program.

TRANSFER CREDITS

A maximum of nine semester credits of graduate course work (excluding research and thesis credits) may be transferred into the Masters program from other accredited institutions with Masters programs. The student must have earned at least a 3.0 in the course and we must receive a course description, a syllabus, course transcript, and information which will assist in determining if the course(s) taken meet the course requirements in this program. A combination of graduate course work and MSU Lifelong Education credits can also be considered, not to exceed nine credits total. Please see the graduate advisor for procedures.

COURSE DESCRIPTIONS

CJ 433 Law Enforcement Intelligence Operations (3 credits)

Law enforcement intelligence as an analytic tool for case development and resource allocation. Historical, ethical, legal, and operational issues affecting current practice.

CJ 439 Homeland Security (3)

Broad overview and assessment of the contemporary homeland security program.

CJ 801 Crime Causation, Prevention, and Control (3)

Theories of crime causation. Translation of theory to policy.

CJ 809 Special Topics (3)

Please check Michigan State University's Schedule of Courses

(<http://ntweb8.ais.msu.edu/ScheduleBook/schedule.asp>) to determine which sections are offered in a given semester.

CJ 810 Proseminar in Criminal Justice (3)

Survey of classical and recent literature in criminal justice. Trends and issues that transcend the components of the criminal justice system.

CJ 811 Design and Analysis in Criminal Justice Research (3)

Scientific methods in criminal justice research. Design data collection and analysis, interpretation of findings, and ethical concerns. Computer use in data analysis. Prerequisite to CJ 887.

CJ 812 Criminal Justice Management Seminar (3)

Organization theory and behavior for the criminal justice agency. Organization and policy planning budgeting, forecasting, human resource management, and project implementation.

CJ 814 Seminar in Management Topics (3)

Critical application of selected analytical tools to managing justice agencies. Human and financial resources. Organizational design. Productivity measurement and enhancement. Resource acquisition and allocation.

CJ 822 Comparative Criminal Justice (3)

Globalization, crime causation, measurement, and control in comparative and cross-national contexts. Nature of policing, courts, and corrections in select countries. CJ 822 is required coursework for those pursuing an International Focus specialization.

CJ 823 Globalization of Crime (3)

International crimes and organized crime. Trafficking in women, children, and body parts. Related problems such as firearm violence, money laundering, and corruption that transcend national boundaries. CJ 823 is required coursework for those pursuing an International Focus specialization.

CJ 829 National and Global Trends in Court Planning (3)

Emerging judicial trends. Stakeholder expectations. Impact on judicial branch planning. Regional, national, and global trends that frame strategic issues, planning, actions, and leadership

CJ 837 Counterterrorism and Intelligence (3)

Meanings and concept of terrorism. Nature of both domestic and international terrorist threats. Integration of intelligence and terrorism to understand counterterrorism concepts.

CJ 838 Terrorism (3)

Overview of terrorism, both domestic and international. Examination of the causes and motives that drive terrorists, their methods of operation, and the impact of terrorism on the United States and abroad.

CJ 839 Analytic Thinking and Intelligence (3)

Analytic processes, tools, applications and contemporary issues as applied to the intelligence function.

CJ 873 Legal Issues in Criminal Justice (3)

Law as an instrument of social control. Legal basis of criminal law and criminal justice policies. Legal limitations on criminal justice institutions and policies.

CJ 885 Security Management (3)

Organization and management of security operations in business, industry, and government. CJ 885 is required coursework for those pursuing a Security Management specialization.

CJ 886 Security Administration (3)

Administrative and quantitative techniques for security operations. Statistical analysis. Analysis of financial statements. Operations research and computer techniques. CJ 886 is required coursework for those pursuing a Security Management specialization.

CJ 887 Quantitative Methods in Criminal Justice Research (3)

Descriptive and inferential statistics and computer use in criminal justice research.

CJ 890 Independent Study (1-3)

Individual research and writing under faculty supervision.

CJ 894 Practicum (1-6)

Observation, study, and work in selected criminal justice agencies. Participation in domestic and foreign criminal justice systems.

CJ 896 Policy Analysis Under Conditions of Change (3)

Methods of policy analysis in criminal justice settings. Policy analysis for the formulation, adoption, and implementation of change.

SCHOOL OF CRIMINAL JUSTICE FACULTY

PROFESSOR

Joined MSU

Bynum, Timothy S.	PhD	1977	Florida State University	1977
Carter, David L.	PhD	1980	Sam Houston State University	1985
Chermak, Steve	PhD	1993	State University of New York/Albany	2005
Hudzik, John K.	PhD	1971	Michigan State University	1977
Kutnjak Ivkovich, Sanja	PhD/JD	1995	University of Delaware	2007
Maxwell, Christopher D.	PhD	1998	Rutgers University	1998
McGarrell, Edmund F.	PhD	1986	State University of New York/Albany	2001
Morash, Merry A.	PhD	1978	University of Maryland	1980
Nalla, Mahesh K.	PhD	1988	State University of New York/Albany	1992
Smith, Christopher E.	PhD/JD	1988	University of Connecticut	1994

ASSOCIATE PROFESSOR

Corley, Charles J.	PhD	1986	Bowling Green State University	1990
DeJong, Christina	PhD	1994	University of Maryland	1994
Dow, Steven B.	PhD/JD	1999	University of Michigan	1979
Foran, David R.	PhD	1987	University of Michigan	2002
Holt, Thomas	PhD	2005	University of Missouri-St. Louis	2009
Maxwell, Sheila R.	PhD	1994	Rutgers University	1994
Smith, Ruth	PhD	2003	University of Strathclyde	2005
Terrill, William	PhD	2000	Rutgers University	2005
Wilson, Jeremy	PhD	2002	Ohio State University	2008

ASSISTANT PROFESSOR

Chaudhuri, Soma	PhD	2008	Vanderbilt University	2008
Cobbina, Jennifer	PhD	2009	University of Missouri-St. Louis	2009
Gibbs, Carole	PhD	2006	University of Maryland, College Park	2006
Gore, Meredith	PhD	2007	Cornell University	2008
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Pizarro, Jesenia	PhD	2005	Rutgers University	2005
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Zeoli, April	PhD	2007	Johns Hopkins University	2008

ACADEMIC ADVISOR

Burton, Shannon	MA	2002	Michigan State University	2001
Homberg, Timothy	MA	2002	Michigan State University	1998
Kolar, Barbara	MA	1996	Michigan State University	1997